

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

**Deputy Director (Support)**  
**7D26 HQ**

STAT

NO.

DATE

17 May 1963

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. **Acting Director of Logistics**  
**1C-50 Quarters Eye**

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DD/S:LKW:jas  
 Distribution:

12.

O - Adse w/O of DD/S 63-2059 (Att)  
 1 - DD/S chrono w/cc of DD/S 63-2059 (Att)  
 1 - DD/S subject w/cc of DD/S 63-2059 (Att)

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Alan:

I have discussed this with Walt Elder, who agreed that we should defer ceiling modifications until we determine whether a change in the air-conditioning system will solve our problem. I think it would be highly desirable to do this either by PBS Group Forces (and this would be preferable) or through a negotiated contract. This would cut down the time to get ready to do the job. Also, I doubt seriously that we are going to find the Director out of his office for two full weeks, and I anticipate that it will be necessary to ask the contractor or the PBS Group Forces to work overtime at night, weekends, etc., in order to complete the job in a minimum of time.

I have asked Walt to let us know as far in advance as possible when the Director is going to be away. Please keep me posted on your readiness to undertake the job on short notice.

LKW

Attachment:

Memo dtd 13 May 63 to DD/S  
 fr Acting D/L, subj: "Corrective  
 Action Recommended to Reduce  
 Noise Level in DCI Offices,  
 Headquarters Building" (DD/S 63-2059)

cc: D/S w/Att

13 MAY 1963

**MEMORANDUM FOR: Deputy Director (Support)**

**SUBJECT : Corrective Action Recommended to  
Reduce Noise Level in DCI Offices,  
Headquarters Building**

1. This memorandum contains recommendations for your approval. Such recommendations are contained in paragraph 7.

2. The objectionable acoustical qualities existing in the two DCI offices can be attributed to two factors: first and principally, the noise of air conditioning or induction units under the windows and to a considerably lesser extent, to reverberation. The present noise level in the offices is approximately 46 decibels. It is desired to reduce the noise level at least 6-to-8 decibels.

3. Air conditioning is supplied by nine induction units in the two rooms. High pressure air passing through velocity nozzles in each unit causes the noise. However, the velocity nozzles are inherent in the functioning of this type air conditioning and the present units will not afford further adjustment to effect noise reduction. Therefore a different type air conditioning unit will have to be installed to obtain the desired 6-to-8 decibel reduction.

4. The most logical type air conditioner would be a "fan coil unit." Two such units (one for each office) could be installed in the furred space above the sixth floor ceiling immediately below the two DCI offices. The present air conditioning enclosures under the DCI office windows would be retained with a duct connection to the new fan coil units. The appearance of the DCI offices would not be changed and a minimum amount of the actual installation work would take place in these offices. However, during the installation occupants of the sixth floor space (NE Division) would experience considerable disruption.

5. Our preliminary estimate of the time necessary to accomplish this work would be approximately 2 1/2 months to 3 1/2 months broken down as follows:

Architect-Engineer design and approval	1 month *
Bid and Award	1 month **
Mobilisation time, material acquisition, etc. (Contractor or PBS Group Forces)	1 month
Actual Installation	2 weeks

\* PBS Central Office "in house" may arrange to do this work, if not possible A-E contract will be obtained.

\*\* If the PBS Group Forces at the Headquarters Bldg. could accomplish the work (rather than a contractor) this time could be saved entirely.

It should be noted that the first three items in the breakdown will not require work at the site and both the sixth floor and the DCI offices will have minimum disruption except during the two-week period. Also, our estimate of the approximate cost of this installation would be \$9,000 if the work can be done during normal hours and \$13,000 if it should be necessary to accomplish all work at night and week ends.

6. Since the air conditioning is the major noise source, it is believed that the above installation will result in an acceptable sound level, and it might well be unnecessary to consider acoustical treatment of the room to reduce reverberation.

7. In view of the above, it is recommended that approval be granted for the installation of fan coil air conditioning units in the DCI office areas and that the Headquarters Building Appropriation be the source of funds in the amount of \$13,000.

[Redacted Signature Box]  
Acting Director of Logistics

STAT

CONCUR:

STAT

[Redacted Signature Box]  
Director of Security

Date

The recommendations in paragraph 7 are approved.

17 MAY 1963

Date

Signed

L. K. WHITE  
Deputy Director  
(Support)

**Distribution:**

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AT  
OL/RECD/ [REDACTED]  
(10 May 1963)

MAY 14 2 20 PM '63

0-0-12

TO:		Col. White via Mr. Lloyd	
ROOM NO.	BUILDING		
REMARKS:			
<p>This is the paper on in, containing the 301 pages which I mailed at 12 o'clock</p>			
FROM:			
ROOM NO.	BUILDING	EXTENSION	

SECRET

*Blag + sh3*

MAY 1963

*17*

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Physical Survey of DCI's Installations

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1. In compliance with the instruction of Colonel White at a meeting on 26 April 1963, Messrs. [ ] Office of Communications; [ ] Technical Services Division; and [ ] Office of Security, have conducted a preliminary survey of the DCI's installations in Langley, East Building, and his residence. As a result of this survey, the following is recommended:

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a. The first observation made by this group is the fact that the air conditioner in the Langley Office of the Director generates far too much noise. Regardless of the type or arrangement of equipment that is being or may be used in this location, its capabilities will be seriously hampered unless the noise of the air conditioner is reduced considerably from its present level. Attempts were made in the past to alleviate this situation, including a survey by [ ] of the Office of Logistics. It was Mr. [ ] conclusion in October 1962 that the noise of the air conditioner could not be reduced without installing a complete new air conditioning system. It is recommended, therefore, that such a system be installed.

b. The Langley Office is an acoustically "hard" room. Necessary measures should be taken to reduce the reverberation time. This should include installation of acoustically absorbing material on the ceiling.

c. For similar reasons it is recommended that the window air conditioner to the left of the Director's desk in East Building be moved from its present location to the window closest to the entrance to the Rest Room.

SECRET

Excluded from automatic  
downgrading and  
declassification

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